

ILLEGIB

GIA POSITION STANDARD

Messenger GS-0302.01

ILLEGIB

SERIES DEFINITION:

This series includes all positions, the duties of which are to supervise or perform physical and related clerical work involved in the collection, sorting, transportation, and delivery of mail, documents, packages and related material including items bearing Security classifications and/or special handling requirements within the confines of an Agency controlled area; of classified (to and inclusive of SECRET) items within and between Agency buildings, Agency compounds, and Agency components within the metropolitan Washington area; and unclassified material to other Government, commercial or private organizations in the Washington metropolitan area.

EXCLUSIONS:

Positions involving the collection, sorting, transportation or delivery of mail, documents, packages and related material of a controlled security nature outside the controlled area; of TOP SECRET items (within and between Agency buildings, compounds, and components; security classified material to other agencies; and material outside the metropolitan area are to be classified to the Courier Series GS-0302.05.

Positions involving the supervision or performance of work involved in (a) receiving, recording, and routing after identifying, opening or reading the content of envelopes, packages and documents; (b) recording and dispatching outgoing material; and (c) reading, indexing, recording, or filing correspondence, documents, or related material are to be classified to the Mail and File Series, GS-0305.00.

DEFINITIONS:

Security control as defined in [] refers to those controls which limit the distribution, custody, and handling of matter which may have any type of security classification. (i.e. SI, RD, [] etc.) Typical controls limit movement within compounds, buildings, and rooms or to individuals in organizations.

25X1

25X1